



Haverhill Public Schools
TEACH Program
551 Washington Street
Haverhill, Massachusetts
01832
Tel. (978) 469-8735 Fax. (978) 469-8736



CONSENT TO RECORD

4/3/2020

Dear Parents/Guardians,

During this time of Remote Learning due to the public emergency declared by the Governor, the district will be utilizing a variety of learning options including online resources to provide continuing educational support to students. That includes, where appropriate, video conferencing between educators and individual students, small groups, and/or classes.

In order to ensure that every child in the class can participate and/or view a session, online instruction that is video and/or audio will be recorded by the action of the educator, so that it can be accessed at a later time. The primary focus of the video and audio recording will be on the educational supports provided, not on the students in the class. However, questions and comments asked and spoken by students will be part of any recording.

Google's "G Suite" online suite of cloud-based tools is available to each student as part of the Haverhill School District's online presence and is the district's designated on-line teaching platform. Only students assigned to a specific group/class will have access to the video recording. Otherwise, the recordings will not be made public in any capacity. By allowing a student to participate in online instruction, parents or guardians understand and agree that the information regarding their child and their child's voice, image and writing may be shared with other students (e.g., group chats, shared assignments, video feeds) in the class, and that by allowing their child to participate, parents or guardians are agreeing to the dissemination of such otherwise confidential information as described above. Parents or guardians also agree not to disseminate, record, capture and/or disclose the recordings or other materials made available to their child.

As part of offering this remote instruction, parents/guardians and students must keep in mind that they can be observed by the educator and by other students in what is normally a private/home setting. That setting should be free of any behavior, activities, items, or arrangements that implicate a student or family's privacy and that the student and his/her parents/guardians do not want others to observe. By opting in to allow the student to participate in the remote distance learning described above, the parent/guardian and student agree that Haverhill Public Schools and its' staff, including but not limited to, the student's educators, have no liability or responsibility if such behavior, activities, items, or arrangements are observed by others. Parents are responsible for monitoring their child's use of the above listed services when accessing programs from home. Students are responsible for their own behavior at all times. The same rules of conduct and behavior will apply as apply in the classroom. In addition, HPS's Acceptable Use Policy will continue to apply to this remote learning. The use of technology in Haverhill Public Schools is governed by the Massachusetts Wiretapping Act and federal laws including:



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Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Haverhill Public Schools presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. Please click this link for more information.

Child Internet Protection Act (CIPA)

The district is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student mail containing harmful content from inappropriate sites will be blocked.

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information, but parents may request the school not disclose this information. Please click this link for more information.

In consideration of APS offering their child remote learning opportunities through video-conferencing, parents/guardians, acting on behalf of themselves and of their student agree to the following conditions:

1. Neither parents/guardians nor their child will record, copy, save or transmit, in any format or by any method or means, the video or audio content of the video-conferencing sessions. Parents/guardians understand that the teacher will disable the record function on each platform where possible.
2. Neither parents/guardians nor their child will make any use, whether commercial, non-profit, or other, of the video or audio content of the sessions other than their child's use of the content for learning.
3. Should any parent/guardian or their child fail to comply with any of the terms set forth herein in paragraphs 1, 2, and 4, their child can be denied further access to the learning opportunities in the sole discretion of HPS.
4. In connection with their child's access to the learning opportunities, parents/guardians and their child will comply at all times with HPS's Empowered Digital User Policy, including but not limited to, and by way of example only, its prohibition of certain uses and of copyright infringement.

Due to unique circumstances, exceptions to these conditions will be made on a case-by-case basis and only with the consent of all students participating in the session.

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. Examples of student use include; showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.



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**CONSENT TO RECORD
Opt-Out**

Parents or guardians have the right to terminate their student's access to electronic tools, materials and resources by signing the Opt-Out form below. If you do not want your student to use district technology resources in accordance with the above requirements, please be aware that your decision to eliminate access to these tools may significantly affect your student's ability to work collaboratively with his or her peers on class assignments and projects, and may hamper the development of skills necessary to live and work in this increasingly digital world. Haverhill Public Schools is actively exploring alternative means by which students who opt-out may access equivalent instruction through remote learning.

_____ I DO NOT grant permission for my child to use the above technology tools and services and have read, understand, and agree to all of the above requirements and restrictions.

Please email this form to your child's school if you are opting out of access to electronic tools.

Student's Name: _____

Parent's Name: _____

Parent Signature: _____ Date: _____